



**Thomas Ford Memorial Library – Library Board of Trustees Minutes  
June 28, 2016**

Present: Ericson, Greska, Letten, Milano, Schumm, Wenstrup

Absent: Smith

Also present: Kozak, Lewandowski

Secretary Schumm called the meeting to order at 7:00 p.m.

**MOTION: Minutes of May 24, 2016 meeting of the Board of Trustees.** Ericson moved to approve as presented the minutes of the May 24, 2016 meeting of the Board of Trustees. Letten seconded the motion. All approved.

**Presentation on Space Utilization Study**

Building & Grounds Chair Milano welcomed Tiffany Nash and Dan Pohrte of Product Architecture+ Design. The limits of the Library's interior space have been identified as the largest obstacle to meeting the needs of the Thomas Ford community. The PA+D team presented to the Board concepts (developed working closely with Library staff) for the way libraries are used today: an open, well-lit environment; more gathering, meeting, and study spaces; plentiful, convenient tech support, more curated collections. Projects would be phased and completed on a rolling basis to minimize disruption to Library service. The timeline for the entire project from approval date to completion is estimated to be 18 months. A preliminary budget was also presented, including construction/fees/contingencies, and furnishings. The Board and design team discussed options, and the Board commended the plan. At the request of Board President Smith and the B&G Committee, a list of quick fix solutions that would improve functionality of the Library with minimum expense is being developed. The additional services are beyond the stated scope of the project and will be invoiced independently. Milano thanked PA+D for the good work done on the Library's behalf.

The Board then discussed funding options for the project. All were in agreement that there is diminished value to spreading out the project over years. Community engagement through a capital campaign is a strong possibility; the Library Foundation has expressed interest in assisting with such campaign. A joint meeting of the Building and Grounds and Finance Committees will be scheduled and recommendations will be presented to the Board at the next meeting.

**Building and Grounds: Milano**

Minutes of June 20, 2016 meeting of the Building & Grounds Committee were accepted by the Board.

Milano then reported on projects:

- **Exterior Door Refinishing.** A quote to refinish the east and north exterior doors has been received from BestWay Refinishing. A second quote will be obtained. Funds previously designated for the window replacement project, on hold pending identification of affordable options, may be considered for reallocation.
- **Parking on Chestnut Street.** There has been no word from the Village regarding potential expanded parking options. Milano restated that no Village funds have been allocated for parking; it was also noted that the Village has a bond issue for streets pending.
- **Diseased Ash Tree** on the parkway at the east end of Chestnut is slated for removal by the Village.

- **Sidewalk at Library Entrance.** The replacement of five sections of cement walkway approaching the Library's entrance will be scheduled in coordination with work being done for the Village in July. Contractor Schroeder & Schroeder will conduct a site visit prior to the commencement of the work. Milano will be notified when the estimator site visit is scheduled so that he may be present. An alternate entrance for patrons/staff will be provided during the work.
- **Limestone Surround at Library Entrance Repair/Contractor Liability.** Replacement of the damaged limestone surround (ground level portion) has been completed by Marion Restoration. As the damage is consistent with deterioration caused by exposure to rock salt, and that the presence of rock salt was noted despite the directive for exclusive use of calcium chloride for snow/ice control, the Board was in full agreement that the cost of the repair be deducted from outstanding invoices from Bullseye Cleaning Services (BCS) for snow/ice management services. A letter will be sent to BCS along with payment of the remaining balance. Milano requested to be present at any meeting BCS might request. Kozak and Lewandowski have notified BCS that the Library will not be using its service in the future due to the declining level of customer service during Winter 2015-16, including but not limited to this particular issue.

**Treasurer's Report**

Letten reviewed the May 2016 financial report and vendor list. The budget is balanced in all categories. It was noted that \$4,071.28 will be transferred to Operating Fund professional services line from the Building Fund professional services line. All other income and expenses were of the ordinary sort.

**2016 Tax Agency Report from Cook County**

The Tax Agency Report from the Cook County Assessor's Office for the 2015 tax details what revenues the Library will receive in its current fiscal year, FY16, and provides the basis for FY17 levies. For the fourth consecutive year the Village EAV has gone down, this year by 2% from \$595,143,87 to \$585,304,846. This, creates a shortfall of \$8,161 on the Building Maintenance Fund budget, the levy for which is .02% of the EAV as determined by law. Other funds were up due to the Loss and Cost percentage added to the levy by the Village. Possible revisions to the budget were discussed, and it was agreed that no adjustments to budget would be made at this time. This will be monitored and adjustments made if necessary at end of year.

**Fund balances as of May 31, 2016 are:**

|                                |              |
|--------------------------------|--------------|
| Library Operating Fund #920    | \$485,798.33 |
| Graham Trust Fund #925         | \$267,781.20 |
| Building Maintenance Fund #930 | \$37,625.07  |
| Capital Fund #970              | \$115,214.45 |
| Timber Trails Fund #950        | \$115,693.92 |
| Debt Retirement Fund #940      | \$17,003.93  |

**MOTION: May 31, 2016 Vendor List**

Ericson moved to approve the vendor list dated May 31, 2016 totaling \$95,962.95. Greska seconded the motion.

Roll Call:

Schumm Aye

Ericson Aye

Milano Aye

Letten Aye

Wenstrup Aye  
Ericson Aye  
Greska Aye  
All Approved.

### Librarian's Report

- **Summer Reading Clubs** launched on June 6. Participation as of June 23: **Children's Read for the Win** (856 /850 in 2015); **Teens' Read for the Win** ( 44 /25 in 2015); **Adults' Laugh Lines** (165 /100 in 2015). Children's and Teens' SRCs end August 5; Adults' ends August 21. The great popularity of the humor theme for Adult SR was noted.
- **2016 per capita grant** funding in the amount of \$10,001 has been received. This is a 37% reduction from prior grants. As is Library practice, the 2016 grant funds will be spent in 2017. The 2015 grant is currently being spent.
- **The Teen Liaison Report:** Elizabeth Januska The bake sale fundraiser to benefit Lurie Children's Hospital, held on the launch date of the summer reading clubs, was very successful raising \$240. Members of the Teen Board will meet with Andersen Books in LaGrange to purchase books and will deliver them to Lurie. The Teen Board plans to continue the fundraiser in coming years. The Career Speed Dating event had disappointing attendance. Eight speakers, including Trustee Wenstrup and Village President Rodeghier, participated. Summer programming challenges will be re-examined in the future. Two teens have expressed interest in joining the Teen Board. The Board congratulated the Teen Board on its successes and efforts.
- **Departmental reports** were presented.

Visitors / Public Comment: No visitors or public comment.

Communications: Various cards and notes of appreciation from patrons to staff; IMRF newsletter member profile on PR Rep/Circulation Assistant Christine Ricker.

### Committees

#### **Finance: Letten**

**FY2015 Audit** preliminary draft documents have not yet been received. Kozak is monitoring the status with Village Finance Director Grace Turi. A meeting of the Finance Committee will be scheduled to review the FY15 audit when it becomes available.

#### **Goals and PR: Wenstrup**

A newly created monthly report on staff marketing activities was presented. The Facebook campaign has generated a robust increase in followers; content is being shared by local FB pages, i.e. WSBA shared photos of Gathering on the Green, Bright Horizon's Daycare and Preschool posted regarding an outreach event. In addition, use of inexpensive FB marketing to boost the reach of posts has had measurable success, i.e. a teen program (*Locked In the Library After Hours*) filled to capacity within hours of posting, and participation in Adult Summer Reading is up 50%+. The redesigned monthly+ eNews launch/ subscription campaign has been garnering positive results. It was noted that that face-to-face interactions are the most successful in obtaining subscriptions. The Circ Desk bookmark program continues. Wenstrup commended the Adult Services team - with a shout out to Matthew Wenslauskis for the outstanding e-News design.

**New Business**

**Resolution for .02% Building Maintenance Levy**

Every year the Library must request the Village to levy a tax for the maintenance of this public building. The Library, through the Village, has levied this tax for many years.

**MOTION: Building Maintenance Levy**

Milano moved that a Building Maintenance tax in the amount of .02% of the value of all taxable property in the Village be levied for the purpose of maintenance, repairs, and alterations of the Library building and equipment for the fiscal year beginning January 1, 2017. Wenstrup seconded the motion.

Roll call:

Schumm Aye  
Ericson Aye  
Milano Aye  
Letten Aye  
Wenstrup Aye  
Ericson Aye  
Greska Aye  
All Approved.

**Prevailing Wage Compliance**

By law, every year the Library is required to resolve to adopt the Prevailing Wage Rates for Laborers, Workers and Mechanics as required by the Prevailing Wage Act. A legal notice must be published and the Resolution returned to the Illinois Department of Labor and Secretary of State of Illinois as to the Library's determination by July 15. All bid contracts for public works are subject to this Act.

**MOTION: Resolution Adopting the Prevailing Wage Rates for Laborers, Workers and Mechanics employed by the Thomas Ford Memorial Library.**

Ericson moved to resolve that the Thomas Ford Memorial Library determine to adopt the Prevailing Rate of Wages as required by the Prevailing Wage Act, 820 ILCS 130/0.01 *et. seq.*, as amended. Greska seconded. All Approved.

**Library Card Expiration Dates**

A change to policy as proposed by the Head of Circulation to eliminate expiration dates for resident library cards was reviewed. The new SWAN software blocks an expired cardholder from use of all services, i.e. reserves/renewals, database use, etc.; an override is not possible causing considerable frustration to Library patrons. To protect against misuse of cardholder privilege, a report will be initiated to identify any address with multiple families noted, and steps will be taken to confirm residency and delete illegitimate cardholders. New cardholders, those with lost cards, or those whose cards expired prior to Board approval of this concept, will need to provide proof of residency prior to getting/renewing a card. Non-resident cards will continue to be issued for a period of one year. The Board agreed to the change to policy as recommended by staff.

**Trustee Attendance at Summer Programs**, part of the "Meet Your Trustees Campaign. Lewandowski will email the link to online signup. Please contact her with questions/comments.

**Old Business**

**Personnel: Library Director Succession**

Kozak provided an update on the Director search. The interview process was discussed and schedule determined. The Personnel Committee will conduct interviews with the selected 3-4 candidates identified by Kozak. There will be Library staff participation in the interview process at the Committee level; Lewandowski will attend interviews and serve as note taker. It was agreed that Schumm would compose questions for the both the Personnel Committee and whole Board candidate interviews, and email the questions to the Committee for input/feedback. All were reminded to respond only to Schumm (and copy Lewandowski) so that Open Meetings Act requirements are observed. Kozak will provide support to the Personnel Committee as necessary. The Board commended Kozak for her excellent work identifying the best candidates for consideration.

Kozak and Januska departed.

**Kozak's Retirement**

The Board discussed items related to Kozak's upcoming retirement, such as a community event and trustee reception. Greska and Smith will lead the Board effort. Lewandowski will serve as point.

Schumm moved to adjourn at 9:32 p.m. Letten seconded the motion.

**The next regular meeting of the Board of Trustees will be held on Tuesday, July 26, 2016.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary